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RBID Record Multiple Bids Table

```

ENTER FUNCTION: ..... TRANS: RBID
RECORD MULTIPLE BIDS TABLE
KEY IS VEND NBR, SOL NBR, ALT BID CODE AND LINE NBR
VENDOR NUMBER: ..... :
SOLICITATION.: ..... :
ALT BID CODE.: ..
FILE NUMBER.: ..... MSTR BID RC.: .. :
DATE:
TIME:
TERM:

LINE  BRC  FROM QTY  TO QTY  UNIT  UNIT PRICE  EXT AMOUNT  % OFF CAT
.....  ..  .....  .....  .....  .....  .....  .....%
      COMM: ..... :
      BRAND: ..... MODEL: ..... SAMPLE: . LIT:.
      ..... VEND PREF: .. %
.....  ..  .....  .....  .....  .....  .....  .....%
      COMM: ..... :
      BRAND: ..... MODEL: ..... SAMPLE: . LIT:.
      ..... VEND PREF: .. %
.....  ..  .....  .....  .....  .....  .....  .....%
      COMM: ..... :
      BRAND: ..... MODEL: ..... SAMPLE: . LIT:.
      ..... VEND PREF: .. %

```

Purpose

The purpose of the Record Multiple Bids Table is to provide the user with the capability to record a vendor's line bid data for multiple requisition lines with a single transaction screen. Access is granted only to those solicitations for which the user has security access.

Screen**Characteristics**

Add, Change and Inquire RVEN Table.

Procedure**Cross-Reference**

Chapter 2 Solicitation Processing;

- 9.7 Add Line Level Bid Data
- 9.8 Change Line Level Bid Data
- 9.10 Inquire Line Level Bid Data

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Unprotected. Key. Required for add of RVEN line records. If left blank on inquiry, system will return with the first vendor number in the database.
Vendor Name	30	Protected. Display of the vendor name from the VEND Table.
Solicitation	10	Unprotected. Key. Required for add of RVEN records for listed vendor. If left blank on inquiry, system will return with the first solicitation record in the database for the listed vendor.
Solicitation Title	40	Protected. Display of the title for the listed solicitation number.
Alt Bid Cd	2	Unprotected. Key. Required. Must be '00' if no alternate. May be any set of characters which are meaningful to the user to indicate that this is a vendor's alternate bid. May not be duplicated for the same line item and vendor number.
File Number	8	Protected. File Number carried forward from the first requisition attached to the solicitation.
Mstr Bid RC	2	Protected. Display of the master bid return code form the listed vendor's SVEN Table record.
Mstr Bid RC Title	30	Protected. Interpretation of the master bid return code from BTAB Table MR (Master Return Code).
Line	5	Unprotected. Key. Required. The solicitation line number to which the bid will be recorded. If left blank on inquire, system will return the first line number for the solicitation specified.
BRC	2	Unprotected. Required. Must be valid bid return code. Cannot be '01' if alternate bid indicator has been specified as other than '00'.
From QTY	6.3	Unprotected. Required. Must be numeric and greater than zero.

SOLICITATION PROCESSING

DOCUMENTS

RBID: Record Multiple Bids Table

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
To Qty	6.3	Unprotected. Optional. If input, must be numeric and greater than bid quantity - from.
Unit	5	Unprotected. Required. Must be valid unit of measure for this commodity. If unit of measure is not equal to solicitation unit of measure a warning message will be received.
Unit Price	7.5	Unprotected. Optional. The bid price returned by the vendor. Must be blank if discount off catalog is specified.
Ext Amount	9.2	Unprotected. Optional. The value of the vendor's bid price times the bid quantity - from. The system will verify the calculation and produce an error if incorrect. Must be blank if discount off catalog is specified.
% Off Cat	3.2	Unprotected. Optional. The discount off catalog bid returned by the vendor. Must be blank if bid unit price is specified.
Comm	11	Protected. The commodity code of the solicitation line as provided from the Solicitation Line table.
Commodity Description	40	Protected. First line of the Commodity Specification Text record for this commodity number.
Brand	20	Unprotected. Optional. The brand name bid by the vendor if applicable.
Model	20	Unprotected. Optional. The model number bid by the vendor if applicable.
Sample	1	Unprotected. Required. Must be Y or N.
Lit	1	Unprotected. Required. Must be Y or N.
(RVTX) Text	38	Unprotected. Optional. This may be used by the user to enter the first line of Requisition Vendor Text (RVTX).
Vend Pref	2	Unprotected. Optional. This may be used to indicate the percent of preference, for the line item bid by the vendor.

DOCUMENTS

RVEN Requisition Vendors Table #1

Purpose The purpose of the Requisition Vendors Table #1 is to provide the user with a list of the vendors to which a solicitation response has been recorded. The list is by solicitation number and provides the solicitation status code, the solicitation line number, the vendor number, and requisition line information. Access is granted only to those solicitations for which the user has security access.

Procedure

Cross-Reference Chapter 2 Solicitation Processing,
12.1 Inquire Solicitation Database Records.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation (Number)	10	Unprotected. Key. Optional. If left blank the system will begin with the first solicitation in the database. If input the system will return the list starting with the solicitation number specified.
Solicitation Title	40	Protected. The title of the solicitation as provided from the Solicitation Document table.
Status Code	3	Protected. The status of the solicitation as provided from the Solicitation Document table.
Status Code Title	30	Protected. An interpretation the status code from BTAB Table SB (Status Code - Solicitation).
Sol Line	13x5	Unprotected. Key. Optional. The solicitation line number assigned to the requisition line through the solicitation process. If input the system will begin the list with the first line number in the database for the solicitation specified. If input the system will return the list beginning with the line number specified.
Vendor (Number)	13x11	Unprotected. Key. The number of the vendor who submitted a bid for the solicitation line number. If left blank the system will start the list with the first vendor number in the database for the solicitation number and solicitation line specified. If input the system will return the list starting with the vendor specified.
Requisition (Number)	13x10	Protected. The requisition number associated with the solicitation line.
Req Line	13x5	Protected. The requisition line number associated with the solicitation line.
Award	13x1	Protected. The award flag, if applicable, for the solicitation line.
Unit Price	13x6.5	Protected. The unit price bid by the vendor for this line if applicable.
% Off Cat	13x3.2	Protected. The percent off catalog bid by the vendor for this line if applicable.

RVE2**Requisition Vendors Table #2**

```

ENTER FUNCTION: ..... TRANS: RVE2

REQUISITION VENDORS TABLE #2
KEY IS SOL #, LINE #, VENDOR #, ALT BID CODE

SOLICITATION NUMBER: ..... :
FILE NUMBER.....: .....
LINE NUMBER.....: ..... ALT BID CODE: .. REQ NO:          LINE NO:
VENDOR NUMBER.....: ..... :
LINE STATUS CODE...: ..... :
COMMODITY CODE.....: ..... :
VENDOR PREFERENCE..: .. %
BID RETURN CODE....: .. :
BID QUANTITY.....: FROM: ..... TO.....: .....
BID UNIT OF MEASURE: ..... :
BID UNIT PRICE.....: ..... EXTENDED AMOUNT: .....
DISC OFF CATALOG...: ..... % SAMPLE RECVD...: . DESC LIT RECVD:
BRAND NAME.....: ..... MODEL NUMBER: .....
DELIVERY DAYS ARO..: ... WEEKS ARO...: ...
AWARD FLAG.....: . DATE FLAG SET..: NO COST: .
AWARD DOC NUMBER...: AWARD DOC LINE.:
USER ID LAST CHANGE: DATE LAST CHANGED..:

```

Purpose

The purpose of the Requisition Vendors Table #2 is to provide the user with the ability to record bids submitted by a vendor for a specific solicitation line. All pertinent information relative to the line item bid may be recorded using this screen. Access is granted only to those solicitations for which the user has security access.

Screen**Characteristics**

Add, Change and Inquire RVEN Table.

Procedure**Cross-Reference**

Chapter 2 Solicitation Processing;

- 9.7 Add Line Level Bid Data
- 9.8 Change Line Level Bid Data
- 9.10 Inquire Line Level Bid Data
- 11.5 Award Solicitation Without Proposed Award
- 11.7 Re-Award Solicitation After Order Cancellation

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Required for add. Identifies the solicitation number to which the bid will be recorded. If left blank on inquiry, system will return the first solicitation number in the requisition vendor database.
Solicitation Title	40	Protected. The title of the solicitation as provided from the Solicitation table.
File Number	8	Protected. File Number carried forward from the first requisition attached to the solicitation.
Line Number	5	Unprotected. Key. Required. The solicitation line number to which the bid will be recorded. If left blank on inquire, system will return the first line number for the solicitation specified.
Alt Bid Code	2	Unprotected. Key. Required. Must be '00' if no alternate. May be any set of characters which are meaningful to the user to indicate that this is a vendor's alternate bid. May not be duplicated for the same line item and vendor number.
Req No	10	Protected. The requisition number associated with this solicitation line item.
Line No	5	Protected. The requisition line number associated with this solicitation line item.
Vendor Number	11	Unprotected. Key. Required. The number of the vendor making the bid for this solicitation line.
Vendor Name	30	Protected. The name of the vendor as provided from the Vendor table.
Line Status Code	3	Protected. The status code of the solicitation line item.
Line Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SB (Status Code - Solicitation).
Commodity Code	11	Protected. The commodity code of the solicitation line as provided from the Solicitation Line table.

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RVE2: Requisition Vendors Table #2

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Commodity Description	2x40	Protected. First two lines of the Commodity Specification Text record for this commodity number.
Vendor Preference	2	Unprotected. Optional. This may be used to indicate the percent of preference, for line item bid by the vendor.
Bid Return Code	2	Unprotected. Required. Must be valid bid return code. Cannot be '01' if alternate bid indicator has been specified as other than '00'.
Bid Return Code Title	30	Protected. An interpretation of the bid return code as provided from BTAB Table MR (Master Bid Return Code).
Bid Quantity - From	6.3	Unprotected. Required. Must be numeric and greater than zero.
Bid Quantity - To	6.3	Unprotected. Optional. If input, must be numeric and greater than bid quantity - from.
Bid Unit of Measure	5	Unprotected. Required. Must be valid unit of measure for this commodity. If unit of measure is not equal to solicitation unit of measure a warning message will be received.
Unit of Measure Title	30	Protected. An interpretation of the unit of measure code from BTAB Table UM (Unit of Measure).
Bid Unit Price	7.5	Unprotected. Optional. The bid price returned by the vendor. Must be blank if discount off catalog is specified.
Extended Amount	9.2	Unprotected. Optional. The value of the vendor's bid price times the bid quantity - from. The system will verify the calculation and produce an error if incorrect. Must be blank if discount off catalog is specified.
Disc Off Catalog	4.2	Unprotected. Optional. The discount off catalog bid returned by the vendor. Must be blank if bid unit price is specified.
Sample Recvd	1	Unprotected. Required. Must be Y or N.
Desc Lit Recvd	1	Unprotected. Required. Must be Y or N.
Brand Name	20	Unprotected. Optional. The brand name bid by the vendor if applicable.
Model Number	20	Unprotected. Optional. The model number bid by the vendor if applicable.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Delivery Days ARO	3	Unprotected. Optional. The vendor's bid of the number of days after receipt of order that delivery will be made. Must be blank if weeks aro is specified.
Weeks ARO	3	Unprotected. Optional. The vendor's bid of the number of weeks after receipt of order that delivery will be made. Must be blank if days aro is specified.
Award Flag	1	Unprotected. Required. Used to indicate that this vendor has been awarded this line item. Must be Y or N .
Date Flag Set	8	Protected. The date the Award Flag was set.
No Cost	1	Unprotected. Indicates if the item is bid at "no cost".
Award Doc Number	10	Protected. The contract or order number awarded.
Award Doc Line	5	Protected. Line number of the contract or order number awarded.
User ID Last Change	4	Protected. The user ID of the person making the last change.
Date Last Changed	8	Protected. The date the last change was made.

RVEV**Requisition Vendors Table**

ENTER FUNCTION: TRANS: RVEV

REQUISITION VENDORS TABLE

KEY IS SOL #, LINE #, VENDOR #, ALT BID CODE

DATE:

TIME:

TERM:

SOLICITATION: :

FILE NUMBER.:

STATUS CODE.:

VENDOR NBR.: :

SOL LN#	ALT BID	REQUISITION	REQ LN#	AWD	UNIT PRICE	%OFF CAT	VND PREF%
.....	..			.			
.....	..			.			
.....	..			.			
.....	..			.			
.....	..			.			
.....	..			.			
.....	..			.			
.....	..			.			
.....	..			.			

Purpose

The purpose of the Requisition Vendors Table is to provide the user with the ability to award multiple line bids submitted by a vendor for a specific solicitation with a single screen. Access is granted only to those solicitations for which the user has security access.

Screen**Characteristics**

Change and Inquire RVEN Table.

Procedure**Cross-Reference**

Chapter 2 Solicitation Processing;

11.5 Award Solicitation Without Proposed Award

11.7 Re-Award Solicitation After Order Cancellation

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation	10	Unprotected. Key. Identifies the solicitation number to which the bid will be awarded. If left blank on inquiry, system will return the first solicitation number in the requisition vendor database.
Solicitation Title	40	Protected. The title of the solicitation as provided from the Solicitation table.
File Number	8	Protected. File Number carried forward from the first requisition attached to the solicitation.
Status Code	3	Protected. Inferred status of listed solicitation from the SDOC Table.
Vendor Nbr	11	Unprotected. Key. Required. The number of the vendor making the bid for this solicitation line. If left blank on inquiry, system will return with the first vendor in the requisition vendor database for the listed solicitation.
Vendor Name	30	Protected. The name of the vendor as provided from the Vendor table.
Sol Ln#	11x5	Unprotected. Key. Required. The solicitation line number to which the bid was recorded. If left blank on inquire, system will return the first line number for the solicitation and vendor specified.
Alt Bid	11x2	Unprotected. Key. Required. Must be '00' if no alternate. If left blank on inquiry, the system will return with the first alternate bid in the database for the listed solicitation, vendor, and solicitation line.
Requisition	11x10	Protected. The requisition number associated with this solicitation line item.
Req Ln#	11x5	Protected. The requisition line number associated with this solicitation line item.
Awd	11x1	Unprotected. Used to change the award flag of the RVEN record for the listed solicitation, vendor, solicitation line, alternate bid, requisition, and requisition line number.

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RVEV: Requisition Vendors Table

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Unit Price	11x7.5	Protected. The bid price returned by and recorded for the listed vendor for the listed solicitation/requisition line.
% Off Cat	11x3.2	Protected. The discount off catalog bid returned and recorded for the listed vendor for the listed solicitation/requisition line.
Vnd Pref%	11x2	Protected. The percent of preference for the line item bid by the vendor.

RVTX

Requisition Vendor Text Table #1

ENTER FUNCTION: TRANS: RVTX		DATE:
REQUISITION VENDOR TEXT TABLE		TIME:
KEY IS SOLICITATION NUMBER, SOLICITATION LINE,		TERM:
VENDOR NUMBER AND ALT BID CODE		
SOLICITATION NUMBER:	:	
SOLICITATION LINE..:	
VENDOR NUMBER.....:	
ALTERNATE BID CODE..:	..	
TEXT ACTION.....:	LINE NUMBER: TOTAL LINES:	
-----1-----2-----3-----4		
.....		
.....		
.....		
.....		
.....		
.....		
.....		

Purpose

The purpose of the Requisition Vendor Text Table #1 is to provide the user with the ability to record vendor information with respect to a specific solicitation line and specific alternate bid code. It would generally be used to record a vendor's exceptions to a line item bid. Text entered at this point will be carried forward to and print as part of the corresponding order line or contract line. Format is free form and will be printed exactly as the user enters it. Access is granted to those solicitations for which the user has security access.

Screen

Characteristics

Add, Change, Delete/Insert and Inquire RVTX Table.

Procedure

Cross-Reference

Chapter 2 Solicitation Processing;

- 9.11 Add Requisition Vendor Text Table
- 9.12 Change Requisition Vendor Text Table
- 9.13 Delete/Insert Requisition Vendor Text Table
- 9.14 Inquire Requisition Vendor Text Table

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Required. Specifies the solicitation number for which vendor text will be added or viewed.
Solicitation Title	40	Protected. The solicitation title as provided from the Solicitation table.
Solicitation Line	5	Unprotected. Key. Required. Specifies the solicitation line number for which vendor text will be added or viewed.
Vendor Number	11	Unprotected. Key. Required. Specifies the vendor number for which vendor text will be added or viewed.
Vendor Name	30	Protected. The name of the vendor as provided from the Vendor table.
Alternate Bid Code	2	Unprotected. Key. Required. Specifies the alternate bid code for which vendor text will be added or viewed.
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Used with text action R to indicate the relative number of lines to scroll.
Total Lines	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	9x40	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

RVT2**THIS SCREEN NO LONGER AVAILABLE**

```
ENTER FUNCTION: ..... TRANS: RVT2                                DATE:
REQUISITION VENDOR TEXT TABLE #2                                TIME:
KEY IS SOLICITATION NUMBER, SOLICITATION LINE,                   TERM:
      VENDOR NUMBER AND ALT BID CODE
SOLICITATION NUMBER: ..... :
SOLICITATION LINE..: .....
VENDOR NUMBER.....: ..... :
ALTERNATE BID CODE.: ..
SCROLL ACTION.....:      LINE NUMBER:      TOTAL LINES:

ACT          -----1-----2-----3-----4
..
..
..
..
..
..
..
..
..
..
```

Purpose

The purpose of the Requisition Vendor Text Table #2 is to provide the user with the ability to insert or delete lines of text from the Requisition Vendor Text Table #1 (RVTX). Access to this table can only be achieved by leafing from RVTX. When appropriate action has been indicated, the system will automatically return to RVTX upon depressing enter key to process the indicated action.

Screen**Characteristics**

Delete/Insert RVTX Table text lines.

Procedure**Cross-Reference**

Chapter 2 Solicitation Processing,
9.13 Delete/Insert Requisition Vendor Text Table.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Protected. Key. Specifies the solicitation number for which vendor text will be inserted or deleted.
Solicitation Title	40	Protected. The solicitation title as provided from the Solicitation table.
Solicitation Line	5	Protected. Key. Specifies the solicitation line number for which vendor text will be inserted or deleted.
Vendor Number	11	Protected. Key. Specifies the vendor number for which vendor text will be inserted or deleted.
Vendor Name	30	Protected. The name of the vendor as provided from the Vendor table.
Alternate Bid Code	2	Protected. Key. Specifies the alternate bid code for which vendor text will be inserted or deleted.
Scroll Action	1	Protected. The scroll action code carried forward from the RVTX screen.
Line Number	4	Protected. Used with scroll action R to indicate the relative number of lines to scroll.
Total Lines	4	Protected. Indicates the total number of lines associated with this text file.
Act(ion Code)	2	Unprotected. I indicates insertion which will occur after the line. D is used to indicate delete. D followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	9x40	Protected. A display of text carried forward from the RVTX screen. Any change action will cause the screen to return to RVTX with the appropriate action taken.

SAMD**Solicitation Amendment**

ENTER FUNCTION:	TRANS: SAMD	DATE:
SOLICITATION AMENDMENT TABLE		TIME:
KEY IS SOLICITATION NUMBER AND SOLICITATION AMENDMENT		TERM:
SOLICITATION NUMBER:	:	
FILE NUMBER.....:		
AMENDMENT.....:		
AMENDMENT TYPE CODE:	:	
STATUS CODE.....:	:	
STATUS CHANGE DATE..:		
ADV REQUIRED.....:		
DATE ADVERTISED....:		
REV BID OPEN DATE..:		REV BID OPEN TIME..:
LABEL REQUEST TYPE..:	:	
WHIM.....:		POST TO LAPAC?.....:
DATE PRINTED.....:		
PURCHASING AGENCY..:	:	
BUYER.....:	:	
USER ID LAST CHANGE:		LABELS NEEDED (Y OR N)....:
DATE LAST CHANGED..:		LABELS NUMBER UP :.....:

Purpose

The purpose of the Solicitation Amendment table is to provide the user with the ability to add, change, delete, or inquire an amendment header record. This record provides the necessary information to link an amendment to a solicitation and maintain basic information about the amendment. Access is granted only to those solicitations for which the user has security access.

Screen**Characteristics**

Add, Change, Delete and Inquire SAMD Table.

Procedure**Cross-Reference**

Chapter 2 Solicitation Processing;

- 7.1 Add Solicitation Amendment
- 7.2 Change Solicitation Amendment
- 7.3 Delete Solicitation Amendment
- 7.4 Inquire Solicitation Amendment

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Required. The number of the solicitation which will be amended.
Solicitation Title	40	Protected. The title of the solicitation as provided from the Solicitation table.
File Number	8	Protected. File Number carried forward from the first requisition attached to the solicitation.
Amendment	2	Unprotected. Key. Required. A sequential number provided by the user to identify the amendment. Amendment number may not be duplicated.
Amendment Type Code	3	Unprotected. Required. Identifies the type of amendment.
Amendment Type Title	30	Protected. An interpretation of the amendment type code as provided from BTAB Table AM (Amendment Type).
Status Code	3	Unprotected. Required. Must be 300 for add. If left blank on add, system will default to 300. Reflects the current status of the amendment and must be changed to allow further processing.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SB (Status Code - Solicitation).
Status Change Date	8	Protected. The date the status code was last changed.
Adv Required	1	Unprotected. Required. Must be Y or N . If left blank on add, system will default to the advertisement required indicator of the original solicitation.
Date Advertised	8	Unprotected. If advertisement required equals N then date advertised must be blank. If advertisement required equals Y then date advertised must be valid date.

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SAMD: Solicitation Amendment

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Rev Bid Open Date	8	Unprotected. Optional. New bid opening date if applicable. If left blank original bid opening will remain. If input, must be greater than solicitation bid opening date.
Rev Bid Open Time	8	Unprotected. Optional. New bid opening time if applicable.
Label Request Type	1	Unprotected. Required. Identifies which vendors will receive the amendment (i.e., have mailing labels printed).
Label Req Type Title	30	Protected. An interpretation of the Label Indicator code as provided from BTAB Table LR (Label Request Type).
Whim	1	Unprotected. Optional entry. Used to indicate if this record may require an approval not covered by any prior approval.
Post to LaPAC?	1	Protected. Displays value from the SDOC record on add. Used to indicate if the solicitation amendment will be posted to LaPAC.
Date Printed	8	Protected. Automatically updated by the system when this amendment is printed.
Purchasing Agency	6	Protected. Purchasing agency as specified on the original solicitation.
Purchasing Agency Name	35	Protected. Name of the purchasing agency as provided from the Agency table.
Buyer	3	Protected. Buyer code as specified on the original solicitation.
Buyer Name	35	Protected. The name of the agency buyer as provided from the Agency Buyer table.
User ID Last Change	4	Protected. The user ID of the last user to change this record.
Labels Needed (Y or N)	1	Unprotected. Y = labels needed to mail out amendment.
Date Last Changed	8	Protected. The date the last change to this record was made.
Labels Number Up	1	Unprotected. Used to indicate the number of labels to print for each address.

Purpose	The purpose of the Solicitation Amendments By Status Code table is to provide the user with a list of solicitations amendments by status code. Access is granted only to those solicitations for which the user has security access.
Screen Characteristics	Inquire Solicitation Amendment Header Table.
Procedure	
Cross-Reference	Chapter 2 Solicitation Processing, 12.1 Inquire Solicitation Database Records.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Status Code	3	Unprotected. Key. If left blank the system will start the solicitation amendment list with the status code in the database. If input the system will return the list starting at the status code specified.
Solicitation	14x10	Unprotected. Key. If left blank the system will start the list with the first solicitation number for the status code specified. If input the system will return the list starting at the solicitation number specified.
Amend	14x2	Unprotected. Key. If left blank the system will start the list with the first solicitation amendment number for the status code and solicitation number specified. If input the system will return the list starting at the solicitation amendment number specified.
Amendment Title	14x40	Protected. The title of the solicitation amendment as provided from the Solicitation Amendment table.
Change Date	14x8	Protected. The date the solicitation amendment was last changed.

SATT**Solicitation Attachment Text**

ENTER FUNCTION: TRANS: SATT

SOLICITATION ATTACHMENT TEXT TABLE
KEY IS SOLICITATION NUMBER

DATE :
TIME :
TERM :

SOLICITATION NUMBER: :
STATUS CODE..... :
TEXT ACTION.....: . LINE NUMBER: LINE TOTAL:

```

-----1-----2-----3-----4-----5-----6-----7
.....
.....
.....
.....
.....
.....

```

Purpose

The purpose of the Solicitation Attachment Text table is to provide the user with the ability to create text in free form to be used as an attachment to a specified solicitation. The format developed and input by the user will be the format printed as the solicitation attachment. Access is granted only to those solicitations for which the user has security access.

Screen**Characteristics**

Add, Change, Delete/Insert and Inquire SATT Table.

Procedure**Cross-Reference**

Chapter 2 Solicitation Processing,
3.11 Attachment Text.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Required. The number of the solicitation to which this attachment is applicable.
Solicitation Title	40	Protected. The title of the solicitation as provided from the Solicitation table.
Status Code	3	Protected. The current status of the solicitation as provided from the Solicitation table.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SB (Status Code - Solicitation).
Text Action	1	Unprotected. Required. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page Up D - Page Down R - Relative I - Insert D - Delete
Line Number	4	Unprotected. Used with text action R to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	6x70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

SAT3 THIS SCREEN NO LONGER AVAILABLE

```
ENTER FUNCTION: ..... TRANS: SAT3                                DATE:
SOLICITATION ATTACHMENT TEXT TABLE #3                          TIME:
KEY IS SOLICITATION NUMBER                                       TERM:

SOLICITATION NUMBER: ..... :
STATUS CODE.....:      :
SCROLL ACTION.....:      LINE NUMBER:      LINE TOTAL:

ACT      -----1-----2-----3-----4-----5-----6-----7
..
..
..
..
..
..
```

Purpose

The purpose of the Solicitation Attachment Text Table #3 is to provide the user with the ability to insert or delete lines of text from the Solicitation Attachment Text Table (SATT). Access to this table can only be achieved by leafing from SATT. When appropriate action has been indicated, the system will automatically return to SATT when enter key is depressed to process the indicated action.

Screen

Characteristics Delete/Insert SATT Table text lines.

Procedure

Cross-Reference Chapter 2 Solicitation Processing,
3.11 Attachment Text.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Protected. Key. Specifies the solicitation number for which text will be changed.
Solicitation Title	40	Protected. The title of the solicitation as provided from the Solicitation table.
Status Code	3	Protected. The status code of the solicitation.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SB (Status Code - Solicitation).
Scroll Action	1	Protected. The scroll action code carried forward from the SATT screen.
Line Number	4	Protected. The line number field carried forward from the SATT screen.
Total Lines	4	Protected. Indicates the total number of lines associated with this text file.
Action Code	6x2	Unprotected. I indicates insertion which will occur after the line. D is used to indicate delete. D followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	6x70	Protected. A display of text carried forward from the SATT screen. Any change action will cause the screen to return to SATT with the appropriate action taken.

SATX

Solicitation Amendment Text Table

ENTER FUNCTION:		TRANS: SATX	DATE:
SOLICITATION AMENDMENT TEXT TABLE			TIME:
KEY IS SOLICITATION NUMBER AND AMENDMENT NUMBER			TERM:
SOLICITATION NUMBER: :			
AMENDMENT NUMBER...: ..			
STATUS CODE.....: :			
TEXT ACTION.....: . LINE NUMBER: LINE TOTAL:			
-----1-----2-----3-----4-----5-----6-----7			
.....			
.....			
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Purpose

The purpose of the Solicitation Amendment Text table is to provide the user with the ability to create text in free form to be used as an amendment to a specified solicitation. The format developed and input by the user will be the format printed as the solicitation amendment. Access is granted only to those solicitations for which the user has security access.

Screen

Characteristics

Add, Change, Delete/Insert and Inquire SATX Table.

Procedure

Cross-Reference

Chapter 2 Solicitation Processing,

3.10 Attach Terms & Conditions And Specifications.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Required. The number of the solicitation to which this amendment is applicable.
Solicitation Title	40	Protected. The title of the solicitation as provided from the Solicitation table.
Amendment Number	2	Unprotected. Key. Required. The number of the solicitation amendment to which this text file is applicable.
Status Code	3	Protected. The current status of the solicitation as provided from the Solicitation table.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SB (Status Code - Solicitation).
Text Action	1	Unprotected. Required. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page Up D - Page Down R - Relative I - Insert D - Delete
Line Number	4	Unprotected. Used with text action R to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	9x70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

SAT2 THIS SCREEN NO LONGER AVAILABLE

```
ENTER FUNCTION:  .... TRANS:  SAT2                                DATE :
SOLICITATION AMENDMENT TEXT TABLE #2                          TIME :
KEY IS SOLICITATION NUMBER AND AMENDMENT NUMBER                TERM :

SOLICITATION NUMBER: ..... :
AMENDMENT NUMBER...: ..
STATUS CODE.....:      :
SCROLL ACTION.....:      LINE NUMBER:      LINE TOTAL:

ACT      -----1-----2-----3-----4-----5-----6-----7
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Purpose

The purpose of the Solicitation Amendment Text Table #2 is to provide the user with the ability to insert or delete lines of text from the Solicitation Amendment Text Table (SATX). Access to this table can only be achieved by leafing from SATX. When appropriate action has been indicated, the system will automatically return to SATX when enter key is depressed to process the indicated action.

Screen

Characteristics Delete/Insert SATX Table text lines.

Procedure

Cross-Reference Chapter 2 Solicitation Processing,
3.10 Attach Terms & Conditions And Specifications.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Protected. Key. Specifies the solicitation number for which text will be changed.
Solicitation Title	40	Protected. The title of the solicitation as provided from the Solicitation table.
Amendment Number	2	Protected. Key. The solicitation amendment number to which this text file is applicable.
Status Code	3	Protected. The status code of the solicitation.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SB (Status Code - Solicitation).
Scroll Action	1	Protected. The scroll action code carried forward from the SATX screen.
Line Number	4	Protected. The line number field carried forward from the SATX screen.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Action Code	9x2	Unprotected. I indicates insertion which will occur after the line. D is used to indicate delete. D followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	9x70	Protected. A display of text carried forward from the SATX screen. Any change action will cause the screen to return to SATX with the appropriate action taken.

SBST Solicitation By Purchasing Agency, Buyer And Status Code

ENTER FUNCTION: TRANS: SBST

SOLICITATIONS BY PURCHASING AGENCY, BUYER AND STATUS CODE TABLE
KEY IS PURCHASING AGENCY NUMBER, BUYER CODE, SOL STATUS CODE AND SOL NUMBER

PURCHASING AGENCY.....: :
BUYER CODE.....: ... :

STATUS	SOLICITATION	TITLE	CHANGE DATE
...		
...		
...		
...		
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...		
...		

Purpose

The purpose of the Solicitation by Purchasing Agency, Buyer and Status Code table is to provide the user with a list of solicitations and their titles, status codes, and change dates for the Purchasing Agency and Buyer Code specified. Access is granted only to those solicitations for which the user has security access.

Screen**Characteristics**

Inquire Solicitation Header Table.

Procedure**Cross-Reference**

Chapter 2 Solicitation Processing,
12.1 Inquire Solicitation Database Records.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Purchasing Agency	6	Unprotected. Key. If left blank the system will start the solicitation list with the first purchasing agency in the database. If input the system will return the list for the agency specified.
Purchasing Agency Title	35	Protected. The title of the purchasing agency.
Buyer Code	3	Unprotected. Key. If left blank the system will start the solicitation list with the first buyer for the purchasing agency specified. If input the system will return the list for the buyer code specified.
Buyer Name	35	Protected. The name of the buyer as provided in the Agency Buyer table.
Status	13x3	Unprotected. Key. If left blank the system will start the solicitation list with the smallest status code for the purchasing agency and buyer code specified. If input the system will return the list starting at the status code specified.
Solicitation	13x10	Unprotected. Key. If left blank the system will start the list with the first solicitation number for the status code, buyer code, and agency specified. If input the system will return the list starting at the solicitation number specified.
Solicitation Number Title	13x40	Protected. The title of the solicitation as provided from the Solicitation table.
Change Date	13x8	Protected. The date the solicitation was last changed.

SDOC**Solicitation Header Table #1**

ENTER FUNCTION:		TRANS: SDOC		DATE: 02/23/01
SOLICITATION HEADER TABLE #1				TIME: 15:22:47
KEY IS SOLICITATION NUMBER				TERM: \$DO9
SOLICITATION NUMBER:				
FILE NUMBER	FISCAL YEAR:	DAYS BIDS	FIRM:	
TITLE LINE 1.....			DATE:	
TITLE LINE 2.....				
STATUS CODE.....	:		CHG DATE:	
DOCUMENT TYPE.....	:			
AWARD CODE.....	:		PRE-BID IND:	
SOLICITATION CODE..	:		#RFP COPIES:	
PURCHASING AGENCY..	:		LAPAC POST.:	
BUYER CODE.....	:			
DELIVERY DAYS ARO..	WEEKS ARO:	ALT DEL SCHEDULE:		
FOB POINT.....		COOP PROCUREMENT:		
SET-ASIDE CODE.....	:			
T-NUMBER.....	:		WHIM.....:	
EVALUATION TYPE....	:			
TYPE PRICE SHEET...	:		SPECIFY BRAND:	
TYPE BID TABULATION:	:			
ESTIMATED AMOUNT....	FIRST AWARD:	LAST AWARD:		

Purpose

The purpose of the Solicitation Header Table #1 is to provide the user with the ability to add, change, delete, or inquire solicitation header information. The primary function of SDOC is to add new header records in the creation of solicitation documents and to provide a method of monitoring the status so as to move the solicitation through the solicitation cycle. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has security access.

Screen**Characteristics**

Add, Change, Delete and Inquire SDOC Table.

Procedure**Cross-Reference**

Chapter 2 Solicitation Processing;

- 1.1 Add Solicitation Header Table #1
- 1.2 Change Solicitation Header Table #1
- 1.3 Delete Solicitation Header Table #1

- 1.4 Inquire Solicitation Header Table #1
- 4.6 Generating Bid List Without Solicitation Print
- 4.7 Automatically Select Vendors
- 5.1 Solicitation Approval Processing
- 6.1 Print Draft Solicitation
- 6.2 Print/Issue and/or Post Final Solicitation
- 8.1 Re-Work Before Bids Are Opened
- 8.2 Re-Bid After Bids Have Been Issued/Opened
- 9.1 Prepare Solicitation To Record Bids
- 10.2 Select Bid Tabulation Type
- 10.4 Process Bid Tabulation Without Award
- 10.5 Process Bid Tabulation With Proposed Award
- 11.2 Partial Award Of A Solicitation
- 11.3 Partial Award/Re-Bid Of A Solicitation
- 11.4 Award Solicitation With Proposed Award
- 11.5 Award Solicitation Without Proposed Award
- 11.7 Re-Award Solicitation After Order Cancellation

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Required for inquiry, change, or delete. On add of a solicitation enter 'next'. If left blank on inquiry, the system will display the first record in the database.
File Number	8	Protected. File Number carried forward from the first requisition attached to the solicitation.
Fiscal Year	2	Protected. System maintained. Fiscal year is carried forward from requisition attached to the solicitation.
Days Bids Firm	3	Unprotected. Required. The number of days the vendor is requested to keep the bid firm.
Title Line 1	40	Unprotected. Required. Should be used to assign a title which describes the general nature of the solicitation and would be recognized by the user.
Date	8	Protected. System maintained. Date the solicitation was created.
Title Line 2	40	Unprotected. Optional entry. May be used to extend the description if line 1 is not enough space.
Status Code	3	Unprotected. Optional entry. On add entry must be 300 . If left blank on add, will default to 300 . If entered, must be a valid entry in BTAB Table SB (Status Solicitation)
Status Code Title	30	Protected. Interpretation of status code from BTAB Table SB.
Chg Date	8	Protected. System maintained. Date status was last changed.
Document Type	3	Protected. System will default to 'UNK' on add. When first requisition is attached, the system will assign the proper document type based on the solicitation and award codes.
Document Type Title	30	Protected. Interpretation of the document type from BTAB Table DS (Document Type Solicitation).

SOLICITATION PROCESSING

DOCUMENTS

SDOC: Solicitation Header Table #1

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Award Code	1	Protected. Award code carried forward from the first requisition attached to the solicitation.
Award Code Title	30	Protected. Interpretation of the obligation code from BTAB Table OC (Award Code).
Pre-Bid Ind	1	Protected. Pre-bid indicator carried forward from the SDO2 screen.
Solicitation Code	1	Protected. Solicitation code carried forward from the first requisition attached to the solicitation.
Solicitation Code Title	30	Protected. Interpretation of the procurement code from BTAB Table PR (Solicitation Code).
#RFP Copies	2	Unprotected. Optional entry. Default is = 01. This is used to indicate the number of EXTRA copies to be produced for the print process.
Purchasing Agency	6	Unprotected. Required. Entry must be a valid record in the AGCY Table. Identifies the agency responsible for the purchase function of the solicitation process.
Purchase Agency Name	35	Protected. Inferred agency name from the AGCY Table.
LaPAC Post	1	Unprotected. Defaults to "N" on add if spaces. Used to indicate if solicitation will be posted to the web via LaPAC. ACGY LaPAC Post? field must be Y for purchasing agency.
Buyer Code	3	Protected. Buyer code carried forward from the first requisition attached to the solicitation.
Buyer Name	35	Protected. Inferred name of the buyer from the ABUY Table.
Delivery Days ARO	3	Unprotected. Optional. Indicates the period of time after receipt of the order by the vendor that delivery is to be made. If Weeks ARO is entered, this entry must be blank.
Weeks ARO	3	Unprotected. Optional. Indicates the period of time after receipt of the order by the vendor that delivery is to be made. If Days ARO is entered, this entry must be blank.
Alt Del Schedule	1	Unprotected. Required. Will default to N on add. Used to indicate an alternate delivery schedule will be used. Entry is Y or N.

SOLICITATION PROCESSING

DOCUMENTS

SDOC: Solicitation Header Table #1

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
FOB Point	25	Unprotected. Optional. Point at which acceptance of delivery will be effected. If left blank, system will default to 'destination'.
Coop Procurement	1	Unprotected. Optional. Will default to N . Used to indicate if the procurement may be used to satisfy the needs of an agency other than a state agency. Entry is Y or N .
Set Aside Code	2	Unprotected. Optional. Used to indicate to the system that only the vendors meeting the set aside criteria may be selected for solicitation. If left blank on add, system will default to 'none' (N).
Set Aside Code Title	30	Protected. Interpretation of the set aside code from BTAB Table SA (Set Aside Type).
T-Number	5	Unprotected. Optional. Tracking number carried forward from the attached requisition.
T-Number Title	30	Protected. Interpretation of the T-Number from BTAB Table TA (T-Number).
Whim	1	Unprotected. Optional entry. Used to indicate if this record may require an approval not covered by any prior approval.
Evaluation Type	2	Unprotected. Optional. Used to indicate if the bid evaluation will be 'buyer', 'user', or 'other'.
Evaluation Type Title	30	Protected. Interpretation of the evaluation type code from BTAB Table ET (Evaluation Type).
Type Price Sheet	1	Unprotected. Optional. Used to identify the price sheet type for the solicitation. If left blank, system will default to '1'.
Type Price Sheet Title	30	Protected. Interpretation of the price sheet type code from BTAB Table PS (Price Sheet Type).
Specify Brand	1	Unprotected. Defaults to 'Y'. Will print the text 'SPECIFY BRAND(and number if applicable)_____ ' beneath each non-service commodity on the solicitation.
Type Bid Tabulation	1	Unprotected. Required. Used to describe to the system the type of bid tabulation desired. System will automatically sort the vendor's bid prices according to the type bid tabulation specified here or at the requisition line.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Type Bid Tab Title	30	Protected. Interpretation of the type bid tabulation code from BTAB Table TB (Bid Tabulation Type).
Estimated Amount	9.2	Protected. The cumulative value of all requisition lines attached to this solicitation.
First Award	8	Protected. The date of the first award is made from this solicitation.
Last Award	8	Protected. The date of the last award made from this solicitation.

SDO2 Solicitation Header Table #2

```

ENTER FUNCTION: ..... TRANS: SDO2

SOLICITATION HEADER TABLE #2
KEY IS SOLICITATION NUMBER

SOLICITATION NUMBER: ..... : (Title Moves to Here)
ADDTNL COMMODITIES.: ... .. : ... .. : ... ..
GEO BID CODE(S)....: ... : ... : ... : ... : ... : ... : ... :...
STATUS CODE.....: ... :
STATUS CHANGE DATE.:
LOC ADV REQUIRED....: . USER ID LAST CHG...:
DATE ADVERTISED....: ..... DTE LAST CHANGED...: .....
CONTRACT BEGIN DATE: ..... REBID COUNTER.....: .
NON-AWARD NOTICE...: . END DT: ..... REPROC DTE: .....
AWD RECOMMEND RQD...: . NON-AWARD NOTICE DATE:
AWD RECOMMEND APPRV: . AWD RECOMMEND DATE:
BID BOND REQUIRED...: . RETAINAGE PERCENT.: ...
BID BOND AMOUNT....: ..... BID BOND PERCENT...: ...
PERF BOND REQUIRED...: . PRE-BID INDICATOR.: .
PERF BOND AMOUNT...: ..... PERF BOND PERCENT...: ...
SPEC INTEREST CODE.: . PERF BOND DUE DAYS: ...
TOTAL REQS.....: . ONE TIME INTEREST CODE: .
                                LINES:          BIDS MAILED:          RECVD:

```

Purpose

The purpose of the Solicitation Header Table #2 is to provide the user with the ability to change or inquire solicitation header information. The primary function of SDO2 is to select bid region(s), additional classes/sub-classes if necessary, input advertisement requirements as well as record requirements for bid and performance bonds. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has security access.

Screen**Characteristics**

Change and Inquire SDOC Table.

Procedure**Cross-Reference**

Chapter 2 Solicitation Processing;

- 3.1 Bid Bonds
- 3.2 Performance Bonds
- 3.3 Pre-Bid Mailing
- 4.1 Set Asides
- 4.2 Geographical Bid Region

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. If left blank on inquiry, the system will return the first solicitation number in the database.
Title Line 1	40	Protected. The first title line of the solicitation as provided from the Solicitation table.
Addtnl Commodities	5 x 3	Unprotected. Optional. Allows user to enter up to three additional Commodities (by Commodity class and Commodity sub-class) which were not entered on any of the Requisitions attached to the Solicitation. To be used for bid list selection.
Geo Bid Code(s)	3x8	Unprotected. Required. The geographic bid region(s) applicable to this solicitation. When the requisition is attached to the solicitation the system will default the appropriate geo bid code from the requisition header. If input must be valid code in BTAB Table GC (Geo Bid Code).
Status Code	3	Protected. Carried forward from SDOC input.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SB (Status Code - Solicitation).
Status Change Date	8	Protected. Date the status code was last changed.
User ID Last Chg	8	Protected. The user ID of the person making the last change.
Loc Adv Required	1	Unprotected. Required. Must be Y or N to indicate if local advertisement is or is not required.
Dte Last Chg	8	Protected. The date the last change was made.
Date Advertised	8	Unprotected. Optional. Used to record the date that the solicitation was advertised.

SOLICITATION PROCESSING

DOCUMENTS

SDO2: Solicitation Header Table #2

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Rebid Counter	2	Protected. Field is incremented each time solicitation status is set to 305 (Rebid Solicitation).
Contract Begin Date	8	Unprotected. Optional. Indicates the desired contract begin date for this solicitation.
End Dt	8	Unprotected. Optional. Indicates the desired contract end date for this solicitation.
Reproc Dt	8	Unprotected. Optional. The date the system will key off of to begin re-procurement action.
Non-Award Notice	1	Unprotected. Required. Must be Y or N to indicate if vendor is to be notified of non-award.
Non-Award Notice Date	8	Protected. The date the notice of non-award was produced for the vendor.
Awd Recommend Rqd	1	Unprotected. Must be Y or N to indicate if a bypass letter is required when normal award vendor is not selected.
Awd Recommend Date	8	Protected. Date of the bypass letter.
Awd Recommend Apprv	8	Protected. Date the bypass letter was approved.
Retainage Percent	3	Unprotected. Optional. The amount of payment to be withheld in lieu of a performance bond expressed as a percentage.
Bid Bond Required	1	Unprotected. Required. Must be Y or N .
Bid Bond Percent	3	Unprotected. The bid bond amount expressed as a percentage. If 'Bid Bond Required' is Y then either Bid Bond Percent or Bid Bond Amount is required.
Bid Bond Amount	9.2	Unprotected. The bid bond expressed as an amount. If 'Bid Bond Required' is Y then either Bid Bond Amount or Bid Bond Percent is required.
Pre-Bid Indicator	1	Unprotected. The indicator is either 'I' (inactive), 'A' (active) or 'B' (print bid notice). On an ADD the default is 'A'.
Perf Bond Required	1	Unprotected. Required. Must be Y or N .
Perf Bond Percent	3	Unprotected. The performance bond amount expressed as a percentage. If 'Perf Bond Required' is Y then either Perf Bond Percent or Perf Bond Amount is required.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Perf Bond Amount	9.2	Unprotected. The performance bond expressed as an amount. If 'Perf Bond Required' is Y then either Perf Bond Amount or Perf Bond Percent is required.
Perf Bond Due Days	3	Unprotected. Required if Perf Bond Required is Y . The number of days before the performance bond is due.
Spec Interest Code	1	Unprotected. Required. Must be Y or N to indicate if solicitation is to be printed on all special interest reports.
One Time Interest Code	1	Unprotected. Required. Must be Y or N to indicated if solicitation is to be printed on the next special interest report.
Total Reqs	4	Protected. Indicates the number of requisitions attached to this requisition.
Lines	4	Protected. Indicates the number of lines associated with this solicitation.
Bids Mailed	4	Protected. Indicates the number of solicitation bids that were mailed.
Recvd	4	Protected. Indicates the number of mailed bids which were returned by vendors and received.

SDO3 Solicitation Header Table #3

```

ENTER FUNCTION: ..... TRANS: SDO3

SOLICITATION HEADER TABLE #3
KEY IS SOLICITATION NUMBER

SOLICITATION NUMBER: ..... DATE: MANDATORY AWD DATE: .....
STATUS CODE.....: ... : CHG DATE:
DOCUMENT TYPE.....: ... :
SOLICITATION CODE..: ... :
AWARD CODE.....: ... :
NATURE OF PURCHASE.: .. :
PRIORITY CODE.....: ... :
DEG OF DIFFICULTY..: ... SCHEDULE REVISED ACTUAL VARIANCE
ISSUE DATE.....: .....
BID OPEN DATE.....: .....
BID OPEN TIME.....: .....
BEGIN EVALUATION...: .....
AWARD.....: .....
NOA ISSUE DATE.....: .....
CAUSE CODE.....: ... :
# DAYS AHEAD/BEHIND: OLDEST DATE TO PURCHASE:
USERID LAST CHANGE.: DATE LAST CHANGED:

```

Purpose

The purpose of the Solicitation Header Table #3 is to provide the user with the ability to change selected fields associated with the solicitation header record. This screen is used primarily by the purchasing agency to produce and maintain a solicitation processing schedule. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has security access.

Screen

Characteristics Change and Inquire SDOC Table.

Procedure

Cross-Reference Chapter 2 Solicitation Processing;

3.5 Scheduling
3.6 Revising Scheduling

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Required. The solicitation number to which a change will be made. If left blank on inquiry, the system will return the first solicitation number in the database.
Date	8	Protected. The date the solicitation was created.
Mandatory Awd Date	8	Unprotected. The date the contract or order must be awarded if any.
Status Code	3	Unprotected. Required. If status code is changed it can only be changed to 330 for scheduling. Once the schedule has been set, no more changes to the schedule will be allowed; however, unless the status is reset to 330 and either the Nature of Purchase, Priority Code, or Deg of Difficulty is changed, revisions to schedule dates may be made without changing the status code.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SB (Status Code - Solicitation).
Chg Date	8	Protected. The date the status code was last changed.
Document Type	3	Protected. The solicitation document type. BTAB Table DS (Document Type - Solicitation).
Document Type Title	30	Protected. An interpretation of the document type code from BTAB Table DS (Document Type - Solicitation).
Solicitation Code	1	Protected. Carried forward from the procurement code specified on the requisition attached to this solicitation.
Solicitation Code Title	30	Protected. An interpretation of the procurement code from BTAB Table PR (Solicitation Codes).
Award Code	1	Protected. Carried forward from the obligation code specified on the requisition attached to this solicitation.

SOLICITATION PROCESSING

DOCUMENTS

SDO3: Solicitation Header Table #3

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Award Code Title	30	Protected. An interpretation of the obligation code from BTAB Table OC (Award Codes).
Nature Of Purchase	2	Unprotected. Required for scheduling status code 330. Describes the purchase in terms of commodity, service or other and whether it is simple, routine, or complex. Used by the system to determine the standard number of days to apply to the schedule.
Nature of Purch Title	30	Protected. An interpretation of the nature of purchase code from BTAB Table NP (Nature of Purchase).
Priority Code	1	Unprotected. Required for scheduling status code 330. Describes the priority to be applied to processing the solicitation. Used by the system to adjust the standard number of days for scheduling.
Priority Code Title	30	Protected. An interpretation of the priority code from BTAB Table PI (Priority Code).
Deg Of Difficulty	1.1	Unprotected. Required for scheduling status code 330. Used as a multiplication factor to the standard number of days for scheduling. Values greater than one will increase the number of days and values less than one will decrease the number of days.
Issue Date - Schedule	8	Protected. Automatically calculated by the system based on Nature of Purchase, Priority, and Degree of Difficulty.
Issue Date - Revised	8	Unprotected. May be used to adjust the schedule once the schedule has been set.
Issue Date - Actual	8	Protected. Automatically displayed by system when solicitation has been issued.
Issue Date - Variance	4	Protected. Automatically calculated by the system as the difference between the scheduled (or revised) date and the actual date.
Bid Open Date - Schedule	8	Protected. Automatically calculated by the system based on Nature of Purchase, Priority, and Degree of Difficulty.
Bid Open Date - Revised	8	Unprotected. May be used to adjust the schedule once the schedule has been set.
Bid Open Date - Actual	8	Unprotected. Use to record the date the bid opening was actually accomplished.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Bid Open Date - Variance	4	Protected. Automatically calculated by the system as the difference between the scheduled (or revised) date and the actual date.
Bid Open Time - Schedule	8	Protected. Pre-set to 10:00 a.m.
Bid Open Time - Revised	8	Unprotected. May be used to adjust the time once the Schedule Time has been set.
Bid Open Time - Actual	8	Unprotected. Use to record the time the bid opening was actually accomplished.
Begin Eval - Schedule	8	Protected. Automatically calculated by the system based on Nature of Purchase, Priority, and Degree of Difficulty.
Begin Eval - Revised	8	Unprotected. May be used to adjust the schedule once the schedule has been set.
Begin Eval - Actual	8	Protected. Automatically updated and displayed by the system when the bid evaluation has begun.
Begin Eval - Variance	4	Protected. Automatically calculated by the system as the difference between the scheduled (or revised) date and the actual date.
Award – Schedule	8	Protected. Automatically calculated by the system based on Nature of Purchase, Priority, and Degree of Difficulty.
Award - Revised	8	Unprotected. May be used to adjust the schedule once the schedule has been set.
Award - Actual	8	Protected. Automatically updated and displayed by the system when the resulting contract or order is awarded.
Award – Variance	4	Protected. Automatically calculated by the system as the difference between the scheduled (or revised) date and the actual date.
NOA Issue Date - Schedule	8	Protected. Automatically calculated by the system based on Nature of Purchase, Priority, and Degree of Difficulty.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
NOA Issue Date - Revised	8	Unprotected. May be used to adjust the schedule once the schedule has been set.
NOA Issue Date - Actual	8	Protected. Automatically updated and displayed by the system when the Notice of Award is produced.
NOA Issue Date - Variance	4	Protected. Automatically calculated by the system as the difference between the scheduled (or revised) date and the actual date.
Cause Code	3	Unprotected. May be left blank. Used to describe the reason for being behind or ahead of schedule.
Cause Code Title	30	Protected. An interpretation of the cause code from BTAB Table CU (Cause Code).
# Days Ahead/Behind	3	Protected. Calculated by the system as the sum of all variances displayed.
Oldest Date To Purchase	8	Protected. The date the oldest requisition attached to this solicitation was first turned over to the Purchasing Department.
User ID Last Changed	4	Protected. The user ID of the person making the last change.
Date Last Changed	8	Protected. The date the last change was made.

SDO4 Solicitation Header Table #4

```

ENTER FUNCTION: ..... TRANS: SDO4
SOLICITATION HEADER TABLE #4
KEY IS SOLICITATION NUMBER
SOLICITATION NUMBER.....: ..... :
CONFERENCE 1 CODE.....: .. :
CONFERENCE 1 DATE.....: ..... CONFERENCE 1 TIME...: .....
CONFERENCE 1 ADDRESS LINE 1: .....
CONFERENCE 1 ADDRESS LINE 2: .....
CONFERENCE 1 ADDRESS LINE 3: .....
CONFERENCE 1 ADDRESS LINE 4: .....
CONFERENCE 2 CODE.....: .. :
CONFERENCE 2 DATE.....: ..... CONFERENCE 2 TIME...: .....
CONFERENCE 2 ADDRESS LINE 1: .....
CONFERENCE 2 ADDRESS LINE 2: .....
CONFERENCE 2 ADDRESS LINE 3: .....
CONFERENCE 2 ADDRESS LINE 4: .....
CONFERENCE 3 CODE.....: .. :
CONFERENCE 3 DATE.....: ..... CONFERENCE 3 TIME...: .....
CONFERENCE 3 ADDRESS LINE 1: .....
CONFERENCE 3 ADDRESS LINE 2: .....
CONFERENCE 3 ADDRESS LINE 3: .....
CONFERENCE 3 ADDRESS LINE 4: .....

```

Purpose

The purpose of the Solicitation Header Table #4 is to provide the user with the ability to change or inquire solicitation header information. The primary function of SDO4 is to update the solicitation header record with conference information in terms of time, date, and agency. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has security access.

Screen

Characteristics Change and Inquire SDOC Table.

Procedure

Cross-Reference Chapter 2 Solicitation Processing,
3.7 Conferences.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Required. If left blank on inquiry, the system will return the first solicitation number in the database.
Solicitation Title	40	Protected. The title of the solicitation as provided from the Solicitation table.
Conference 1 Code	2	Unprotected. Defines the type of conference. If entered must be a valid code from BTAB table TC (Type Conference).
Conference 1 Code Title	30	Protected. An interpretation of the conference code from BTAB table TC (Type Conference).
Conference 1 Date	8	Unprotected. Required if conference 1 code is input. Specifies the date of the conference.
Conference 1 Time	8	Unprotected. Required if conference 1 code is input. Specifies the time of the conference.
Conference 1 Address Line 1	30	Unprotected. Required if conference 1 code is input. Specifies the first address line of the conference agency.
Conference 1 Address Line 2	30	Unprotected. Specifies the second address line of the conference agency.
Conference 1 Address Line 3	30	Unprotected. Specifies the third address line of the conference agency.
Conference 1 Address Line 4	30	Unprotected. Specifies the fourth address line of the conference agency.
Conference 2 Code	2	Unprotected. Defines the type of conference. If entered must be a valid code from BTAB table TC (Type Conference).

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Conference 2 Code Title	30	Protected. An interpretation of the conference code from BTAB table TC (Type Conference).
Conference 2 Date	8	Unprotected. Required if conference 2 code is input. Specifies the date of the conference.
Conference 2 Time	8	Unprotected. Required if conference 2 code is input. Specifies the time of the conference.
Conference 2 Address Line 1	30	Unprotected. Required if conference 2 code is input. Specifies the first address line of the conference agency.
Conference 2 Address Line 2	30	Unprotected. Specifies the second address line of the conference agency.
Conference 2 Address Line 3	30	Unprotected. Specifies the third address line of the conference agency.
Conference 2 Address Line 4	30	Unprotected. Specifies the fourth address line of the conference agency.
Conference 3 Code	2	Unprotected. Defines the type of conference. If entered must be a valid code from BTAB table TC (Type Conference).
Conference 3 Code Title	30	Protected. An interpretation of the conference code from BTAB table TC (Type Conference).
Conference 3 Date	8	Unprotected. Required if conference 3 code is input. Specifies the date of the conference.
Conference 3 Time	8	Unprotected. Required if conference 3 code is input. Specifies the time of the conference.
Conference 3 Address Line 1	30	Unprotected. Required if conference 3 code is input. Specifies the first address line of the conference agency.
Conference 3 Address Line 2	30	Unprotected. Specifies the second address line of the conference agency.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Conference 3 Address Line 3	30	Unprotected. Specifies the third address line of the conference agency.
Conference 3 Address Line 4	30	Unprotected. Specifies the fourth address line of the conference agency.

SDO5 Solicitation Header Table #5

ENTER FUNCTION: TRANS: SDO5

SOLICITATION HEADER TABLE #5
KEY IS SOLICITATION NUMBERDATE :
TIME :
TERM :SOLICITATION NUMBER: :
CERTIFICATE 1 TYPE.: .. :
CERTIF 1 AMOUNT....:
CERTIF 1 FROM DATE.:
CERTIFICATE 2 TYPE.: .. :
CERTIF 2 AMOUNT....:
CERTIF 2 FROM DATE.:
CERTIFICATE 3 TYPE.: .. :
CERTIF 3 AMOUNT....:
CERTIF 3 FROM DATE.:
CERTIFICATE 4 TYPE.: .. :
CERTIF 4 AMOUNT....:
CERTIF 4 FROM DATE.:
CERTIFICATE 5 TYPE.: .. :
CERTIF 5 AMOUNT....:
CERTIF 5 FROM DATE.:CERTIF 1 DUE DATE...:
CERTIF 1 TO DATE...:
CERTIF 2 DUE DATE...:
CERTIF 2 TO DATE...:
CERTIF 3 DUE DATE...:
CERTIF 3 TO DATE...:
CERTIF 4 DUE DATE...:
CERTIF 4 TO DATE...:
CERTIF 5 DUE DATE...:
CERTIF 5 TO DATE...:**Purpose**

The purpose of the Solicitation Header Table #5 is to provide the user with the ability to change or inquire solicitation header information. The primary function of SDO5 is to update the solicitation header record with certificate information in terms of type, amount, and date. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has security access.

Screen**Characteristics**

Change and Inquire SDOC Table.

Procedure**Cross-Reference**

Chapter 2 Solicitation Processing,
3.8 Certificates.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Required. If left blank on inquiry, the system will return the first solicitation number in the database.
Solicitation Title	40	Protected. The title of the solicitation as provided from the Solicitation table.
Certificate 1 Type	2	Unprotected. Defines the type of certificate. If entered must be a valid code from BTAB table TR (Type Certificate).
Certif 1 Type Title	30	Protected. An interpretation of the certificate type from BTAB table TR (Type Certificate).
Certif 1 Amount	9.2	Unprotected. Required if certificate 1 type is input. Specifies the amount of the certificate if applicable. Must be greater than or equal to zero.
Certif 1 Due Date	8	Unprotected. Specifies the due date of the certificate.
Certif 1 From Date	8	Unprotected. Specifies the starting date of the certificate if applicable.
Certif 1 To Date	8	Unprotected. Specifies the ending date of the certificate if applicable.
Certificate 2 Type	2	Unprotected. Defines the type of certificate. If entered must be a valid code from BTAB table TR (Type Certificate).
Certif 2 Type Title	30	Protected. An interpretation of the certificate type from BTAB table TR (Type Certificate).
Certif 2 Amount	9.2	Unprotected. Required if certificate 2 type is input. Specifies the amount of the certificate if applicable. Must be greater than or equal to zero.
Certif 2 Due Date	8	Unprotected. Specifies the due date of the certificate.
Certif 2 From Date	8	Unprotected. Specifies the starting date of the certificate if applicable.
Certif 2 To Date	8	Unprotected. Specifies the ending date of the certificate if applicable.
Certificate 3 Type	2	Unprotected. Defines the type of certificate. If entered must be a valid code from BTAB table TR (Type Certificate).

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Certif 3 Type Title	30	Protected. An interpretation of the certificate type from BTAB table TR (Type Certificate).
Certif 3 Amount	9.2	Unprotected. Required if certificate 3 type is input. Specifies the amount of the certificate if applicable. Must be greater than or equal to zero.
Certif 3 Due Date	8	Unprotected. Specifies the due date of the certificate.
Certif 3 From Date	8	Unprotected. Specifies the starting date of the certificate if applicable.
Certif 3 To Date	8	Unprotected. Specifies the ending date of the certificate if applicable.
Certificate 4 Type	2	Unprotected. Defines the type of certificate. If entered must be a valid code from BTAB table TR (Type Certificate).
Certif 4 Type Title	30	Protected. An interpretation of the certificate type from BTAB table TR (Type Certificate).
Certif 4 Amount	9.2	Unprotected. Required if certificate 4 type is input. Specifies the amount of the certificate if applicable. Must be greater than or equal to zero.
Certif 4 Due Date	8	Unprotected. Specifies the due date of the certificate.
Certif 4 From Date	8	Unprotected. Specifies the starting date of the certificate if applicable.
Certif 4 To Date	8	Unprotected. Specifies the ending date of the certificate if applicable.
Certificate 5 Type	2	Unprotected. Defines the type of certificate. If entered must be a valid code from BTAB table TR (Type Certificate).
Certif 5 Type Title	30	Protected. An interpretation of the certificate type from BTAB table TR (Type Certificate).
Certif 5 Amount	9.2	Unprotected. Required if certificate 5 type is input. Specifies the amount of the certificate if applicable. Must be greater than or equal to zero.
Certif 5 Due Date	8	Unprotected. Specifies the due date of the certificate.
Certif 5 From Date	8	Unprotected. Specifies the starting date of the certificate if applicable.
Certif 5 To Date	8	Unprotected. Specifies the ending date of the certificate if applicable.

SDO6 Price Sheet Header Format Table

ENTER FUNCTION: TRANS: SDO6		DATE:
PRICE SHEET HEADER FORMAT TABLE		TIME:
KEY IS SOLICITATION NUMBER		TERM:
SOLICITATION NUMBER: :		
	VERTICAL (TYPE 1)	VERTICAL (TYPE 2)
COLUMN 5 HEADER.....:
COLUMN 6 HEADER.....:
	HORIZONTAL (TYPE 3)	HORIZONTAL (TYPE 4)
COLUMN 3 HEADER TOP LINE.....:
COLUMN 3 HEADER BOTTOM LINE.....:
COLUMN 4 HEADER TOP LINE.....:
COLUMN 4 HEADER BOTTOM LINE.....:
COLUMN 5 HEADER TOP LINE.....:
COLUMN 5 HEADER BOTTOM LINE.....:
COLUMN 6 HEADER TOP LINE.....:
COLUMN 6 HEADER BOTTOM LINE.....:
COLUMN 7 HEADER TOP LINE.....:
COLUMN 7 HEADER BOTTOM LINE.....:

Purpose

The purpose of the Solicitation Header Table #6 is to provide the user with the ability to change or inquire solicitation header information. The primary function of SDO6 is to update the solicitation header record with price sheet header information. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has security access.

Screen**Characteristics**

Change and Inquire SDOC Table.

Procedure**Cross-Reference**

Chapter 2 Solicitation Processing,
3.9 Price Sheet Styles And Headers.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Required. If left blank on inquiry, the system will return the first solicitation number in the database.
Solicitation Title	40	Protected. The title of the solicitation as provided from the Solicitation table.
Vertical Type 1 Column 5 Header	10	Unprotected. Header for column 5 of vertical price sheet option one.
Vertical Type 2 Column 5 Header	10	Unprotected. Header for column 5 of vertical price sheet option two.
Vertical Type 1 Column 6 Header	10	Unprotected. Header for column 6 of vertical price sheet option one.
Vertical Type 2 Column 6 Header	10	Unprotected. Header for column 6 of vertical price sheet option two.
Horizontal Type 3 Column 3 Header Top	10	Unprotected. Header for top line column 3 of horizontal price sheet option three.
Horizontal Type 4 Column 3 Header Top	10	Unprotected. Header for top line column 3 of horizontal price sheet option four.
Horizontal Type 3 Column 3 Header Bottom	10	Unprotected. Header for bottom line column 3 of horizontal price sheet option three.
Horizontal Type 4 Column 3 Header Bottom	10	Unprotected. Header for bottom line column 3 of horizontal price sheet option four.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Horizontal Type 3 Column 4 Header Top	10	Unprotected. Header for top line column 4 of horizontal price sheet option three.
Horizontal Type 4 Column 4 Header Top	10	Unprotected. Header for top line column 4 of horizontal price sheet option four.
Horizontal Type 3 Column 4 Header Bottom	10	Unprotected. Header for bottom line column 4 of horizontal price sheet option three.
Horizontal Type 4 Column 4 Header Bottom	10	Unprotected. Header for bottom line column 4 of horizontal price sheet option four.
Horizontal Type 3 Column 5 Header Top	10	Unprotected. Header for top line column 5 of horizontal price sheet option three.
Horizontal Type 4 Column 5 Header Top	10	Unprotected. Header for top line column 5 of horizontal price sheet option four.
Horizontal Type 3 Column 5 Header Bottom	10	Unprotected. Header for bottom line column 5 of horizontal price sheet option three.
Horizontal Type 4 Column 5 Header Bottom	10	Unprotected. Header for bottom line column 5 of horizontal price sheet option four.
Horizontal Type 3 Column 6 Header Top	10	Unprotected. Header for top line column 6 of horizontal price sheet option three.
Horizontal Type 4 Column 6 Header Top	10	Unprotected. Header for top line column 6 of horizontal price sheet option four.
Horizontal Type 3 Column 6 Header Bottom	10	Unprotected. Header for bottom line column 6 of horizontal price sheet option three.
Horizontal Type 4 Column 6 Header Bottom	10	Unprotected. Header for bottom line column 6 of horizontal price sheet option four.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Horizontal Type 3 Column 7 Header Top	10	Unprotected. Header for top line column 7 of horizontal price sheet option three.
Horizontal Type 4 Column 7 Header Top	10	Unprotected. Header for top line column 7 of horizontal price sheet option four.
Horizontal Type 3 Column 7 Header Bottom	10	Unprotected. Header for bottom line column 7 of horizontal price sheet option three.
Horizontal Type 4 Column 7 Header Bottom	10	Unprotected. Header for bottom line column 7 of horizontal price sheet option four.

SOLICITATION PROCESSING

DOCUMENTS

SDOT: Solicitation By Purchase Agency, Document Type and Date Created

SDOT

Solicitation By Purchase Agency, Document Type and Date Created

```
ENTER FUNCTION: ..... TRANS: SDOT
SOLICITATIONS BY PURCHASING AGENCY, DOCUMENT TYPE AND DATE CREATED
KEY IS PURCHASING AGENCY, DOCUMENT TYPE, DATE CREATED AND SOLICITATION NUMBER
```

```
PURCHASE AGENCY...: ..... :
DOCUMENT TYPE.....: ... :
DATE CREATED.....:.....
```

SOL NUMBER	SL CD	AW CD	BYR CD	BIDS MAIL	BIDS RECV	STAT CD	AWARD DATE	PARTIAL TITLE
.....								
.....								
.....								
.....								
.....								
.....								
.....								
.....								
.....								
.....								

Purpose

The purpose of the Solicitation by Purchase Agency, Document Type and Date Created Table is to provide the user with a list of solicitations and their document type, and date created for the purchasing agency and document type specified. Access is granted only to those requisitions for which the user has security access.

Screen

Characteristics

Inquire Solicitation Header Table

Procedure

Cross-Reference

Chapter 2 Solicitation Processing,

12.1 How To Inquire Solicitation Records

SOLICITATION PROCESSING

DOCUMENTS

SDOT: Solicitation By Purchase Agency, Document Type and Date Created

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Purchase Agency	6	Unprotected. Key. If left blank on inquiry, the system will start the solicitation list with the first purchasing agency in the database. If input the system will return the list for the agency specified.
Purchase Agency Title	35	Protected. The title of the Purchasing Agency.
Document Type	3	Unprotected. Key. If left blank on inquiry, system will return with the first document type in the database for the specified purchasing agency.
Document Type Title	35	Protected. Interpretation of document type from BTAB Table DT (Document Type).
Date Created	10	Unprotected. Key. Used to indicate the date the solicitation was created. If left blank on inquiry, system will return with the first date in the system for the specified purchasing agency and document type. Format is CCYY MM DD.
Sol Number	10	Unprotected. Key. If left blank on inquiry, system will return the first solicitation number in the database for the specified purchase agency, document type and date created.
SL CD	2	Protected. Inferred solicitation code of the listed solicitation number from the SDOC record.
AW CD	2	Protected. Inferred award code of the listed solicitation number from the SDOC record.
Bids Mail	4	Protected. Display of the number of bids mailed from the SDOC record.
Bids Recv	4	Protected. Display of the number of bids received from the SDOC record.
Stat CD	3	Protected. Inferred status code of the listed solicitation number from the SDOC record.
Award Date	8	Protected. Display of the award date from the SDOC record.
Partial Title	30	Protected. Display of the leading characters of the solicitation's Title Line 1 from the SDOC record.

SLIN Solicitation Line Table #1

ENTER FUNCTION: TRANS: SLIN				
REQUISITION LINE BY SOLICITATION LINE TABLE			DATE:	
KEY IS SOLICITATION NUMBER, LINE NUMBER, REQ NUMBER AND REQ			TIME:	
LINE NUMBER			TERM:	
SOLICITATION NUMBER.: :				
LINE	REQUISITION	LINE	STATUS	CHANGE DATE
.....		
COMMODITY NO: :				
.....				
COMMODITY NO: :				
.....				
COMMODITY NO: :				

Purpose

The Solicitation Line Table #1 provides the user with a list of line numbers for a given solicitation. Displayed for each line number is the corresponding requisition number, requisition line number, status, status description, change date, and commodity specification text. Access is granted only to those solicitations for which the user has security access.

Screen**Characteristics**

Inquire SLIN Table.

Procedure**Cross-Reference**

Chapter 2 Solicitation Processing,
12.1 Inquire Solicitation Database Records.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. If left blank the system will start the solicitation line number list with the first solicitation number in the database. If input the system will return the list for the solicitation number specified.
Solicitation Title	40	Protected. The title of the solicitation as provided from the Solicitation table.
Line	14x5	Unprotected. Key. If left blank the system will start with the first line number for the solicitation specified. If input the system will return the list for the solicitation line number specified.
Requisition	14x10	Unprotected. Key. Identifies the requisition number corresponding to the solicitation line number displayed.
Line	14x5	Unprotected. Key. Identifies the line number of the requisition corresponding to the solicitation line number displayed.
Status	14x3	Protected. Displays the status code of the requisition line.
Status Code Title	14x30	Protected. An interpretation of the status code from BTAB Table SR (Status Code - Requisition).
Change Date	14x8	Protected. The date the requisition line was last changed.
Commodity No.	3/2/6	Protected. Displays the commodity class, sub-class and item number of the commodity from the specified line number.
Commodity Description	40x2	Protected. Displays the first two lines of the Commodity Specification Text record for this commodity number.

SNTE**Solicitation Notes**

```
ENTER FUNCTION: ..... TRANS: SNTE

SOLICITATION NOTES TABLE : KEY IS SOLICITATION NUMBER

SOLICITATION NUMBER: .....
TITLE LINE 1.....:
TITLE LINE 2.....:
STATUS CODE.....:      :
TEXT ACTION.....: .  LINE NUMBER: ....  LINE TOTAL:

-----1-----2-----3-----4-----5-----6-----7
.....
.....
.....
.....
.....
.....
```

Purpose

The purpose of the Solicitation Notes table is to provide the user with the capability to record notes about a given solicitation. The text format is free form and can be used in any manner that the user desires. Use of this screen would generally be to record information about the solicitation in general. Such information would not generally be found in other text areas. SNTE should be considered an electronic note pad for use by the buyer. Access is granted to those solicitations for which the user has security access.

Screen**Characteristics**

Add, Change, Delete/Insert and Inquire SNTE Table.

Procedure**Cross-Reference**

Chapter 2 Solicitation Processing;

- 1.5 Add Solicitation Notes Table
- 1.6 Change Solicitation Notes Table
- 1.7 Delete/Insert Solicitation Notes Table
- 1.8 Inquire Solicitation Notes Table

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Required. Specifies the solicitation number for which text will be generated or viewed.
Title Line 1	40	Protected. The solicitation title line 1 as provided from the Solicitation table.
Title Line 2	40	Protected. The solicitation title line 2 as provided from the Solicitation table.
Status Code	3	Protected. The status code of the solicitation.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SB (Status Code - Solicitation).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Used with text action R to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	6x70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

SNT2**THIS SCREEN NO LONGER AVAILABLE**

```
ENTER FUNCTION: ..... TRANS: SNT2
SOLICITATION NOTES TABLE #2 : KEY IS SOLICITATION NUMBER
SOLICITATION NUMBER: .....
TITLE LINE 1.....:
TITLE LINE 2.....:
STATUS CODE.....:
SCROLL ACTION.....: LINE NUMBER: LINE TOTAL:
DATE:
TIME:
TERM:
ACT -----1-----2-----3-----4-----5-----6-----7
..
..
..
..
..
..
```

Purpose

The purpose of the Solicitation Notes Table #2 is to provide the user with the ability to insert or delete lines of text from the Solicitation Notes Table #1 (SNTE). Access to this table can only be achieved by leaving from SNTE. When appropriate action has been indicated, the system will automatically return to SNTE upon depressing enter key to process the indicated action.

Screen**Characteristics**

Delete/Insert SNTE Table text lines.

Procedure**Cross-Reference**

Chapter 2 Solicitation Processing,
1.7 Delete/Insert Solicitation Notes Table.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Protected. Key. Specifies the solicitation number for which text changed or deleted.
Title Line 1	40	Protected. The solicitation title line 1 as provided from the Solicitation table.
Title Line 2	40	Protected. The solicitation title line 2 as provided from the Solicitation table.
Status Code	3	Protected. The status code of the solicitation.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SB (Status Code - Solicitation).
Scroll Action	1	Protected. The scroll action code carried forward from the SNTE screen.
Line Number	4	Protected. Used with scroll action R to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Act(ion Code)	6x2	Unprotected. I indicates insertion which will occur after the line. D is used to indicate delete. D followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	6x70	Protected. A display of text carried forward from the SNTE screen. Any change action will cause the screen to return to SNTE with the appropriate action taken.

SRQN**Solicitation Requisition Number**

ENTER FUNCTION: TRANS: SRQN

SOLICITATION REQUISITION NUMBER TABLE

KEY IS SOLICITATION NUMBER , SEQ NO AND REQUISITION

DATE :

TIME :

TERM :

SOLICITATION NUMBER...: :

SEQ NO	REQUISITION	TITLE	USER ID	DATE LAST CHANGED
...			
...			
...			
...			
...			
...			
...			
...			
...			
...			

Purpose

The purpose of the Solicitation Requisition Number table is to provide the user with the ability add, delete, or inquire the solicitation/requisition relationship. Requisitions may be attached or unattached to a solicitation using this screen. Security is based on purchasing agency and access is granted only to those solicitations for which the user has security access.

Screen**Characteristics**

Add, Delete and Inquire SRQN Table.

Procedure**Cross-Reference**

Chapter 2 Solicitation Processing;

- 2.1 Add Solicitation Requisition Number
- 2.2 Delete Solicitation Requisition Number
- 2.3 Inquire Solicitation Requisition Number

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Required. The number of the solicitation to which requisitions will be attached.
Sol Title Line 1	40	Protected. Line one of the solicitation title as provided from the Solicitation table.
Sol Title Line 2	40	Protected. Line two of the solicitation title as provided from the Solicitation table.
Seq No	11x3	Unprotected. Key. Required. A number assigned by the user to indicate the sequence in which the requisitions will appear on the resulting solicitation.
Requisition	11x10	Unprotected. Key. Required. The number of the requisition to be attached to this solicitation in the position indicated by the sequence number.
Title	11x40	Protected. The title of the requisition as provided from the Requisition table.
User ID	11x4	Protected. The user ID associated with the requisition.
Date Last Changed	11x8	Protected. The date the requisition was last changed.

SSTA Solicitation By Status Code

ENTER FUNCTION: TRANS: SSTA

SOLICITATIONS BY STATUS CODE TABLE
KEY IS STATUS CODE AND SOLICITATION NUMBERDATE :
TIME :
TERM :

STATUS CODE.....: ... :

SOLICITATION	FILE NO.	TITLE	CHG DATE
.....			
.....			
.....			
.....			
.....			
.....			
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.....			
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.....			
.....			
.....			
.....			

Purpose

The purpose of the Solicitation by Status Code table is to provide the user with a list of solicitations and their titles and change dates for the status code specified. Access is granted only to those solicitations for which the user has security access.

Screen**Characteristics**

Inquire Solicitation Header records.

Procedure**Cross-Reference**

Chapter 2 Solicitation Processing,
12.1 Inquire Solicitation Database Records.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Status Code	3	Unprotected. Key. If left blank the system will start the solicitation list with the smallest status code in the database. If input the system will return the list starting at the status code specified.
Status Code Title	30	Protected. The interpretation of the status code from BTAB Table SB (Status Code - Solicitation).
Solicitation	14x10	Unprotected. Key. If left blank the system will start the list with the first solicitation number for the status code specified. If input the system will return the list starting at the solicitation number specified.
File No.	14x8	Protected. File Number carried forward from the first requisition attached to the solicitation.
Title	14x40	Protected. The title of the solicitation as provided from the Solicitation table.
Chg Date	14x8	Protected. The date the solicitation was last changed.

Purpose	The purpose of the Solicitation by Title table is to provide the user with a list of solicitations having the same title line one. The solicitation list includes the solicitation status and its change date. Access is granted only to those solicitations for which the user has security access.
Screen Characteristics	Inquire Solicitation Header records.
Procedure	
Cross-Reference	Chapter 2 Solicitation Processing, 12.1 Inquire Solicitation Database Records.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Sol Title Line 1	40	Unprotected. Key. Optional. If left blank the system will return a list of solicitations starting with the first title in the database. If input, the list will start at the next nearest title specified.
Solicitation (Number)	14x10	Unprotected. Key. Optional. If left blank the system will start the list with the first solicitation number for the title specified. If input the system will return the list starting at the solicitation number specified.
Status (Code)	14x3	Protected. The status code of the solicitation as provided from the Solicitation table.
Status Code Title	14x30	Protected. The title of the status code as provided from the BTAB Table SB (Status Code - Solicitation).
Change Date	14x8	Protected. The date the status code was last changed.

STXL

Solicitation Text Line Changes

ENTER FUNCTION: TRANS: STXL		DATE:
SOLICITATION TEXT LINE CHANGES TABLE		TIME:
KEY IS SOLICITATION NUMBER AND SOLICITATION TEXT REFERENCE		TERM:
SOLICITATION NUMBER: :		
STATUS CODE :		
FROM TEXT REF :	TO TEXT REF :	
TITLE:		
TEXT ACTION :	LINE NUMBER:	LINE TOTAL:
		BASIC TEXT CHGD:
-----1-----	-----2-----	-----3-----
-----4-----	-----5-----	-----6-----
-----7-----		
.		
.		
.		
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Purpose The purpose of the Solicitation Text Line Changes table is to provide the user with the ability to change selected solicitation text for this solicitation. Text must have been designated for this solicitation through the STXT screen. This text will replace the special terms and conditions of the original text file for this solicitation only. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has access.

Screen
Characteristics Add, Change, Delete/Insert and Inquire STXL Table.

Procedure
Cross-Reference Chapter 2 Solicitation Processing,
 3.10 Attach Terms & Conditions And Specifications.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Required. The number of the solicitation for which text will be changed.
Solicitation Title	40	Protected. The title of the solicitation as provided from the Solicitation table.
Status Code	3	Protected. The current status of the solicitation as provided from the Solicitation table.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SB (Status Code - Solicitation).
From Text Ref	6	Unprotected. Key. Required. The reference number from the text file which has been designated for this solicitation through the STXT screen.
To Text Ref	6	Unprotected. Key. Must be blank for 'GET' Function. The reference number to the text file which has been designated for this solicitation through the STXT screen. Text references within the from/to text references constitute the text range to be used for this solicitation.
Title	70	Protected. The title of the text reference as provided from the Text table.
Text Action	1	Unprotected. Required. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page Up D - Page Down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Used with text action R to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Basic Text Chgd	1	Protected. Indicates if the basic text from TXLN has been changed.
Text Line	9x70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

STX2 THIS SCREEN NO LONGER AVAILABLE

```

ENTER FUNCTION:  .... TRANS: STX2
SOLICITATION TEXT LINE CHANGES TABLE #2
KEY IS SOLICITATION NUMBER AND SOLICITATION TEXT REFERENCE
DATE:
TIME:
TERM:

SOLICITATION NUMBER:      :
STATUS CODE.....:      :
FROM TEXT REF.....:      TO TEXT REF...:
TITLE:
SCROLL ACTION.....:      LINE NUMBER:      LINE TOTAL:

ACT      -----1-----2-----3-----4-----5-----6-----7
..
..
..
..
..
..
..
..
..
..

```

Purpose

The purpose of the Solicitation Text Line Changes Table #2 is to provide the user with the ability to insert or delete lines of text from the Solicitation Text Line Changes (STXL) table. Access to this table can only be achieved by leafing from STXL. When appropriate action has been indicated, the system will automatically return to STXL when enter key is depressed to process the indicated action.

Screen**Characteristics**

Delete/Insert STXL Table text lines.

Procedure**Cross-Reference**

Chapter 2 Solicitation Processing,
3.10 Attach Terms & Conditions And Specifications.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Protected. Key. The number of the solicitation for which text will be changed.
Solicitation Title	40	Protected. The title of the solicitation as provided from the Solicitation table.
Status Code	3	Protected. The current status of the solicitation as provided from the Solicitation table.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SB (Status Code - Solicitation).
From Text Ref	6	Protected. The from reference number from the text file which has been designated for this solicitation through the STXT screen.
To Text Ref	6	Protected. The to reference number from the text file which has been designated for this solicitation through the STXT screen.
Title	70	Protected. The title of the text reference as provided from the Text table.
Scroll Action	1	Protected. The scroll action code carried forward from the STXL screen.
Line Number	4	Protected. The line number field carried forward from the STXL screen.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Act(ion Code)	9x2	Unprotected. I indicates insertion which will occur after the line. D is used to indicate delete. D followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	9x70	Protected. A display of text carried forward from the STXL screen. Any change action will cause the screen to return to STXL with the appropriate action taken.

STXT**Solicitation Text Key Ranges**

ENTER FUNCTION:		TRANS: STXT	DATE :
SOLICITATION TEXT KEY RANGES TABLE			TIME :
KEY IS SOLICITATION NUMBER, TEXT FROM AND TEXT TO			TERM :
SOLICITATION NUMBER:		:	
STATUS.....		:	
PRINT	TEXT FROM	TEXT TITLES	TEXT TO
.
.
.
.

Purpose

The purpose of the Solicitation Text Key Ranges table is to provide the user with the ability to add, delete, and inquire the text key range records for specific solicitations. The text key ranges specified by this screen will be output as part of the solicitation listed as special terms and conditions. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has access.

Screen**Characteristics**

Add, Delete and Inquire STXT Table.

Procedure**Cross-Reference**

Chapter 2 Solicitation Processing,
3.10 Attach Terms & Conditions And Specifications.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Required. The number of the solicitation for which text ranges will be specified.
Solicitation Title	40	Protected. The title of the solicitation as provided from the Solicitation table.
Status Code	3	Protected. The current status of the solicitation as provided from the Solicitation table.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SB (Status Code - Solicitation).
Print	1	Unprotected. If blank, defaults to "N". "Y" indicates text is to print on award document.
Text From	6	Unprotected. Key. Required. A text file reference specifying the starting point of the range. Referenced text will be printed on the solicitation as part of the Special Terms and Conditions.
Text Titles	70	Protected. An interpretation of 'TEXT FROM' and/or 'TEXT TO' references as recorded in TEXT files.
Text To	6	Unprotected. A text file reference specifying the ending point of the range. If left blank only the 'From' reference will be printed. Otherwise, the entire range will be printed as part of the Special Terms and Conditions.

SVEN

Solicitation Vendor Table #1

```

ENTER FUNCTION: ..... TRANS: SVEN
SOLICITATION VENDOR TABLE #1
KEY IS SOLICITATION NUMBER AND VENDOR NUMBER
DATE:
TIME:
TERM:

SOLICITATION: .....
TITLE.....:


VENDOR          VENDOR NAME      SOURCE   STATUS   RTN      CERT
CODE AWARD    MIN IND

..... ..
..... ..
..... ..
..... ..
..... ..
..... ..
..... ..
..... ..
..... ..
..... ..

```

Purpose

The purpose of the Solicitation Vendor Table #1 is to provide the user with a list of the vendors selected for solicitation based on the criteria specified in the solicitation. The list is by solicitation number and provides the vendor number, the vendor name, the selection source, the status of the vendor, the bid return code if posted, and the award indicator if applicable. Security is based on purchasing agency and access is granted only to those solicitations for which the user has security access.

Screen

Characteristics

Inquire SVEN Table.

Procedure

Cross-Reference

Chapter 2 Solicitation Processing,

12.1 Inquire Solicitation Database Records.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. If left blank the system will begin with the first solicitation in the database. If input the system will return the list starting with the solicitation number specified.
(Solicitation) Title (1)	40	Protected. The first title line of the solicitation as provided from the Solicitation table.
(Solicitation) Title (2)	40	Protected. The second title line of the solicitation as provided from the Solicitation table.
Vendor	11x11	Unprotected. Key. The number of the vendor selected for solicitation. If left blank the system will start the list with the first vendor number in the database for the solicitation number specified. If input the system will return the list starting with the vendor specified.
Vendor Name	11x30	Protected. The name of the vendor as provided from the Vendor table.
Source	11x2	Protected. Specifies the source which selected the vendor for solicitation. Code interpretations are from BTAB Table SC (Vendor Source Code).
Status	11x1	Protected. The current status of the vendor as provided from the Vendor table.
Rtn Code	11x2	Protected. The master bid return code for the vendor if the vendor has responded to the solicitation.
Award	11x1	Protected. The award flag for the vendor indicates whether he has or has not been selected for award for this solicitation.
Cert Min ID	11x1	Protected. Certified Minority Indicator Flag that identifies vendor/commodity minority use item.

SVE2 Solicitation Vendor Table #2

```

ENTER FUNCTION: ..... TRANS: SVE2

SOLICITATION VENDOR TABLE #2
KEY IS SOLICITATION NUMBER AND VENDOR NUMBER

SOLICITATION NUMBER: ..... :
FILE NUMBER.....: .....
VENDOR NUMBER.....: ..... :
STATUS CODE.....: ..... :
STATUS CHANGE DATE.: ..... COOP PROCUREMENT...: .
SOURCE CODE.....: .. :
MASTER RETURN CODE.: .. :
DATE BID RECEIVED..: ..... TIME BID RECEIVED...: .....
BID FOB POINT.....: ..... CERTIFIED MIN IND: .
DISCOUNT TERMS.....: ..... PERCENT: ..... PERIOD: ... NET: ...
DELIVERY TERMS.....: ..... DAYS: ... WEEKS: ... ALT DEL SCHD:.
BEGIN ORDER PERIOD.: ..... END ORDER PERIOD...: .....
VENDOR CONTACT.....: ..... PHONE: .....
MINIMUM ORDER AMT..: ..... BID REFERENCE NO..: .....
BID FIRM DAYS.....: ... BID FIRM DATE.....: .....
AWARD INDICATOR....: ..... TAX AMOUNT.....: %
MAILED BID.....: . NO. AMEND MAILED...:

```

Purpose

The purpose of the Solicitation Vendor Table #2 is to provide the user with the ability to add, change, delete, or inquire solicitation vendor records. A buyer may add vendor records in addition to ones generated automatically by the system. This screen is also used to record a vendors overall response to a solicitation. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has access.

Screen**Characteristics**

Add, Change, Delete and Inquire SVEN Table.

Procedure**Cross-Reference**

Chapter 2 Solicitation Processing;

4.3 Manually Selected Vendors

4.5 Inactivating Selected Vendors

9.2 Record Vendor Level Bid Data

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Required for add. Identifies the solicitation number to which this solicitation has or will be sent.
Solicitation Title 1	40	Protected. The first title line of the solicitation as provided from the Solicitation table.
Solicitation Title 2	40	Protected. The second title line of the solicitation as provided from the Solicitation table.
File Number	8	Protected. File Number carried forward from the first requisition attached to the solicitation.
Vendor Number	11	Unprotected. Key. The number of the vendor selected for solicitation.
Vendor Name	30	Protected. The name of the vendor as provided from the Vendor table.
Status Code	1	Unprotected. Must be 0 on add. Indicates the status of the selected vendor.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table BV (Bidding Vendor Status Code).
Status Change Date	8	Protected. The date the status code was last changed.
Coop Procurement	1	Unprotected. If left blank on add system will default to Y . If input must be Y or N .
Source Code	2	Unprotected. Specifies the source which selected this vendor for solicitation.
Source Code Title	30	Protected. An interpretation of the source code from BTAB Table SC (Vendor Source Code).
Master Return Code	2	Unprotected. Indicates the vendor's overall response to a solicitation.

SOLICITATION PROCESSING

DOCUMENTS

SVE2: Solicitation Vendor Table #2

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Master Ret Code Title	30	Protected. An interpretation of the master bid return code from BTAB Table Mr (Master Bid Return Code).
Date Bid Received	8	Unprotected. Required. The date the vendor's bid was received.
Time Bid Received	8	Unprotected. Optional. The time the vendor's bid was received.
Bid FOB Point	25	Unprotected. Indicates the vendor's response to FOB point.
Cert Min Ind	1	Protected. Certified Minority Indicator Flag that indicates vendor/commodity minority use item. (N/A)
Discount Terms	20	Unprotected. Indicates the vendor's response to discount terms.
Discount Percent	2.2	Unprotected. Required if discount terms is not 'NET' or 'NONE'. Indicates the vendor's response to discount terms expressed as a percentage.
Disc Period	3	Unprotected. Required if discount percent is greater than zero. Indicates the period for the discount.
Net Period	3	Unprotected. Required if discount percent is greater than zero. Indicates the net period for the discount.
Delivery Terms	20	Unprotected. Indicates vendor's response to delivery terms.
Delivery Days ARO	3	Unprotected. Indicates vendor's response to delivery days after receipt of order expressed in days. Must be blank if delivery weeks ARO is input.
Weeks ARO	3	Unprotected. Indicates vendor's response to delivery days after receipt of order expressed in weeks. Must be blank if delivery days ARO is input.
Alt Del Sched	1	Unprotected. Must be Y or N . Indicates a vendor's response with an alternate delivery schedule. If Y is input then delivery days and weeks ARO must be blank.
Begin Order Period	8	Unprotected. Date the vendor accepts as the beginning of the order period.
End Order Period	8	Unprotected. Date the vendor accepts as the end of the order period.
Vendor Contact	30	Unprotected. Vendor contact name.
Phone	14	Unprotected. Vendor contact phone number.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Minimum Order Amt	9.2	Unprotected. Indicates the vendor's requirement for a minimum order amount.
Bid Reference No	14	Unprotected. Indicates the vendor's reference number for this solicitation.
Bid Firm Days	3	Unprotected. Indicates the vendor's response for which the bid prices are firm expressed in days. Must be blank if bid firm date is input.
Bid Firm Date	8	Unprotected. Indicates the vendor's response for which the bid prices are firm expressed as a specific date. Must be blank if bid firm days is input.
Award Indicator	1	Protected. Indicates that this vendor has received an award from this solicitation. Automatically updated by the system at time of award.
Tax Amount	2.2	Protected. If applicable, indicates the vendor's requirement for local sales tax expressed as a percentage.
Mailed Bid	1	Unprotected. Must be Y or N . Indicates that a vendor was or was not mailed a copy of the solicitation.
No. Amend Mailed	2	Protected. Indicates the number of amendments to this solicitation which were mailed to this vendor.

SVE3 Solicitation Vendor Table #3

```

ENTER FUNCTION: ..... TRANS: SVE3

SUPPLYING VENDOR TABLE #3
KEY IS SOLICITATION NUMBER AND VENDOR NUMBER

SOLICITATION NUMBER: ..... :

VENDOR NUMBER.....: ..... :
STATUS CODE.....: ..... :
STATUS CHANGE DATE.:
MASTER RETURN CODE.:
BID BOND CODE.....: ..... :
BID BOND TYPE.....: ..... :
BOND CO/BANK.....: ..... :
BID BOND AMOUNT.....: ..... BOND/CHECK NO.....: .....
BID BOND EXPIRATION: ..... DATE RETURNED.....: .....
RET ADDRESS 1-2.: .....
RET ADDRESS 3-4.: .....
CONFERENCE ATTEND.: 1: . 2: . 3: .
CERTIFICATE RECVD.: 1: . 2: . 3: . 4: . 5: .
NUMBER OF LINES BID: NUMBER OF LINES AWARDED:
USER ID LAST CHANGE: DATE LAST CHANGED:

```

Purpose

The purpose of the Solicitation Vendor Table #3 is to provide the user with the ability to change or inquire solicitation vendor records. This screen is used primarily to record a vendors response to a solicitation with respect to bid bonds and conference attendance. Security is based on the purchasing agency and access is granted only to those solicitations for which the user has access.

Screen

Characteristics Change and Inquire SVEN Table.

Procedure

Cross-Reference Chapter 2 Solicitation Processing,
9.2 Record Vendor Level Bid Data.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Identifies the solicitation number which will be changed or inquired.
Solicitation Title 1	40	Protected. The first title line of the solicitation as provided from the Solicitation table.
Solicitation Title 2	40	Protected. The second title line of the solicitation as provided from the Solicitation table.
Vendor Number	11	Unprotected. The number of the vendor selected for solicitation.
Vendor Name	30	Protected. The name of the vendor as provided from the Vendor table.
Status Code	1	Protected. Indicates the status of the selected vendor.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table BV (Bidding Vendor Status Code).
Status Change Date	8	Protected. The date the status code was last changed.
Master Return Code	2	Protected. Indicates the vendor's overall response to a solicitation.
Master Ret Code Title	30	Protected. An interpretation of the master bid return code from BTAB Table Mr (Master Bid Return Code).
Bid Bond Code	1	Unprotected. Indicates whether a bid bond was required and received or not.
Bid Bond Code Title	30	Protected. An interpretation of the bid bond code from BTAB Table BC (Bond Code).
Bid Bond Type	1	Unprotected. Indicates the type of bid bond required or received.
Bid Bond Type Title	30	Protected. An interpretation of the bid bond type from BTAB Table BN (Bond Type Code).

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Bond Co/Bank	35	Unprotected. The name of the bonding company.
Bid Bond Amount	9.2	Unprotected. The amount of the bid bond received from the vendor.
Bond/Check No	10	Unprotected. The bond or check number received from the vendor.
Bid Bond Expiration	8	Unprotected. The date the bid bond will expire.
Date Returned	8	Unprotected. Used to record the date the bid bond was returned to the vendor as applicable.
Ret Address 1	30	Unprotected. The first address line of the agency to return the bid bond.
Ret Address 2	30	Unprotected. The second address line of the agency to return the bid bond.
Ret Address 3	30	Unprotected. The third address line of the agency to return the bid bond.
Ret Address 4	30	Unprotected. The forth address line of the agency to return the bid bond.
Conference Attend 1-3	1	Unprotected. If input must be Y or N . Used to record whether vendor has or has not attended the conferences defined in SDO4.
Certificate Recvd 1-5	1	Unprotected. If input must be Y or N . Used to record whether certificates defined in SDO5 have or have not been received.
Number of Lines Bid	5	Protected. The number of lines the vendor bid.
Number of Lines Award	5	Protected. The number of lines awarded to the vendor.
User ID Last Change	4	Protected. The user ID of the person who last changed this record.
Date Last Changed	8	Protected. The date the last change was made to this record.

SVTX

Solicitation Vendor Text Table

ENTER FUNCTION: TRANS: SVTX		DATE:
SOLICITATION VENDOR TEXT TABLE		TIME:
KEY IS SOLICITATION NUMBER AND VENDOR NUMBER		TERM:
SOLICITATION NUMBER:	:	
SOLICITATION STATUS:	:	
VENDOR NUMBER.....	:	
VENDOR STATUS.....	:	
TEXT ACTION.....	LINE NUMBER:	LINE TOTAL:
-----1-----	-----2-----	-----3-----
-----4-----	-----5-----	-----6-----
-----7-----		
.....		
.....		
.....		
.....		
.....		
.....		
.....		
.....		
.....		

Purpose

The purpose of the Solicitation Vendor Text Table is to provide the user with the ability to record vendor information with respect to this solicitation. May be used by the buyer to record specific information about the vendor with respect to his solicitation. Format is free form and may be used by the buyer in any manner he pleases. Security is based on purchasing agency and access is granted only to those solicitations for which the user has security access.

Screen

Characteristics

Add, Change, Delete/Insert and Inquire SVTX Table.

Procedure

Cross-Reference

Chapter 2 Solicitation Processing;

- 9.3 Add Solicitation Vendor Text Table
- 9.4 Change Solicitation Vendor Text Table
- 9.5 Delete/Insert Solicitation Vendor Text Table
- 9.6 Inquire Solicitation Vendor Text Table

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Unprotected. Key. Required. Specifies the solicitation number for which vendor text will be added, modified, or viewed.
Solicitation Title	40	Protected. The solicitation title as provided from the Solicitation table.
Solicitation Status	3	Protected. The current status of the solicitation as provided from the Solicitation table.
Status Code Title	30	Protected. An interpretation of the solicitation status code from BTAB Table SB (Status Code - Solicitation).
Vendor Number	11	Unprotected. Key. Required. Specifies the vendor number for which vendor text will be added, modified, or viewed.
Vendor Name	30	Protected. The name of the vendor as provided from the Vendor table.
Vendor Status	1	Protected. The current status of the vendor as provided from the Vendor table.
Vendor Status Title	30	Protected. An interpretation of the vendor status code from BTAB Table VS (Vendor Status Code).
Text Action	1	Unprotected. Required. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page Up D - Page Down R - Relative I - Insert D - Delete
Line Number	4	Unprotected. Used with text action R to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Text Line	9x70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

SVT2 THIS SCREEN NO LONGER AVAILABLE

```
ENTER FUNCTION:  .... TRANS: SVT2                                DATE:
SOLICITATION VENDOR TEXT TABLE #2                             TIME:
KEY IS SOLICITATION NUMBER AND VENDOR NUMBER                   TERM:

SOLICITATION NUMBER:           :
SOLICITATION STATUS:           :
VENDOR NUMBER.....:           :
STATUS CODE.....:             :
SCROLL ACTION.....:   LINE NUMBER:   LINE TOTAL:

ACT      -----1-----2-----3-----4-----5-----6-----7
..
..
..
..
..
..
..
..
..
..
```

Purpose

The purpose of the Solicitation Vendor Text Table #2 is to provide the user with the ability to insert or delete lines of text from the Solicitation Vendor Text Table #1 (SVTX). Access to this table can only be achieved by leafing from SVTX. When appropriate action has been indicated, the system will automatically return to SVTX upon depressing enter key to process the indicated action.

Screen

Characteristics Delete/Insert SVTX Table text lines.

Procedure

Cross-Reference Chapter 2 Solicitation Processing,
9.5 Delete/Insert Solicitation Vendor Text Table.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Solicitation Number	10	Protected. Key. Specifies the solicitation number for which vendor text will be inserted or deleted.
Solicitation Title	40	Protected. The solicitation title as provided from the Solicitation table.
Solicitation Status	3	Protected. The current status of the solicitation as provided from the Solicitation table.
Status Code Title	30	Protected. An interpretation of the solicitation status code from BTAB Table SB (Status Code - Solicitation).
Vendor Number	11	Protected. Key. Specifies the vendor number for which vendor text will be inserted or deleted.
Vendor Name	30	Protected. The name of the vendor as provided from the Vendor table.
Vendor Status	1	Protected. The current status of the vendor as provided from the Vendor table.
Vendor Status Title	30	Protected. An interpretation of the vendor status code from BTAB Table VS (Vendor Status Code).
Scroll Action	1	Protected. Must be a valid scroll action code. Valid codes are: T - Top B - Bottom U - Page Up D - Page Down R - Relative
Line Number	4	Protected. Used with scroll action R to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Act(ion Code)	9x2	Unprotected. I indicates insertion which will occur after the line. D is used to indicate delete. D followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	9x70	Protected. A display of text carried forward from the SVTX screen. Any change action will cause the screen to return to SVTX with the appropriate action taken.